



Workproskills Consult 2026/2027 Training Calendar

ADMINISTRATIVE AND SECRETARIAL DIVISION

Training Courses at Designated [Workproskills Training Centers](#)

CODE	COURSE DESCRIPTION	NUMBER OF DAYS	1 ST RUN	2 ND RUN	FEES	REGISTER HERE
ADM001	<u>Proficiency in Front Office Management</u> <i>Develop essential front desk management skills, customer service excellence, visitor handling, communication, and office coordination techniques.</i>	5 Days	July 6 - 10, 2026	January 4 - 8, 2027	NGN350,000	Register Now
ADM002	<u>Personal Branding and Reputation Management</u> <i>Build a strong professional identity, enhance visibility, and manage personal and corporate reputation effectively.</i>	5 Days	August 3 - 7, 2026	February 1 - 5, 2027	NGN350,000	Register Now
ADM003	<u>Document Control and Records Retention</u> <i>Gain practical knowledge of document management systems,</i>	5 Days	September 7 - 11, 2026	March 1 - 5, 2027	NGN350,000	Register Now

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The Cubicle, 6 & 8, Unity St, Ota, Ogun State.

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Email: info.workmanskills@gmail.com; info@workproskills.com **1**



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	<i>records lifecycle management, compliance requirements, and retention policies.</i>					
ADM004	<u>Persuasive and Professional Business Writing Skills</u> <i>Improve business communication through effective report writing, correspondence, proposals, and professional documentation.</i>	5 Days	October 5 - 9, 2026	April 5 - 9, 2027	NGN350,000	<u>Register Now</u>
ADM005	<u>SharePoint Records Management Skills</u> <i>Learn how to utilize SharePoint for document control, collaboration, records management, and information governance.</i>	5 Days	November 2 - 6, 2026	May 3 - 7, 2027	NGN350,000	<u>Register Now</u>
ADM006	<u>Stakeholder Management and Engagement</u> <i>Acquire strategies for identifying, managing, and maintaining productive relationships with internal and external stakeholders.</i>	5 Days	December 6 - 10, 2026	June 7 - 11, 2027	NGN350,000	<u>Register Now</u>
ADM007	<u>Multitasking, Priority Management and Meeting Deadlines</u> <i>Enhance productivity through effective workload planning, prioritization techniques, and deadline management strategies.</i>	5 Days	January 4 - 8, 2027	July 5 - 9, 2027	NGN350,000	<u>Register Now</u>

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ADM008	<u>Innovation and Productivity in the Workplace</u> <i>Discover practical approaches to workplace innovation, continuous improvement, and performance enhancement.</i>	5 Days	February 7 - 11, 2027	August 2 - 6, 2027	NGN350,000	<u>Register Now</u>
ADM009	<u>Highly Productive and Effective Administrative Assistants</u> <i>Strengthen the competencies required to provide efficient administrative support and contribute strategically to organizational success.</i>	5 Days	March 1 - 5, 2027	September 6 - 10, 2027	NGN350,000	<u>Register Now</u>
ADM010	<u>Effective Time Management and Organizational Skills</u> <i>Master techniques for planning, scheduling, organizing tasks, and maximizing workplace efficiency.</i>	5 Days	April 5 - 9, 2027	October 4 - 8, 2027	NGN350,000	<u>Register Now</u>
ADM011	<u>Managing Organizational Politics and Power Dynamics</u> <i>Learn how to navigate workplace relationships, influence ethically, and manage organizational dynamics effectively.</i>	5 Days	May 3 - 7, 2027	November 8 - 12, 2027	NGN350,000	<u>Register Now</u>
ADM012	<u>Masterclass for Executive Secretaries and Personal Assistants</u> <i>Develop advanced executive support skills, strategic communication abilities, and leadership competencies required for high-level administrative roles.</i>	5 Days	June 7 - 11, 2027	December 6 - 10, 2027	NGN350,000	<u>Register Now</u>

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Executive Director

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